

Check-In Procedures

When you arrive on Sunday

Please have your troop leadership share the check-in responsibilities. This will make your check-in process run smooth on Sunday. Check-in starts at 1:00 PM.

Scoutmaster:

1. Report to Headquarters front porch and sign the troop check-in sheet. Starting at 1 PM staffers will give you an arrival welcome package.
2. Bring Med Forms, medication, troop roster, program schedule, checkbook/fee information.
3. If you need to make any changes to your Merit Badge classes or remove Scouts from waitlists, go see the Office Manager at HQ.
4. After receiving your Welcome package, you will fill out the cover sheet given with your check-in packet. Wait on the front porch for your troop to be called to Med checks.
5. If any Scouts are participating in a High Adventure class (i.e. Climbing, COPE, NOMAD, Classic AT or Whitewater KR) then you will need an additional copy of their individual medical form and will turn it in during check-in.
6. After ALL MB classes have been changed, go visit the Camp Director/Business Manager to complete financials.

Assistant Scoutmaster:

1. Load gear onto Rainey Mountain Camp Trailer or drop your trailer. Gear will be delivered to your campsite.
2. Meet with your SPL and Troop Guide on the Headquarters front lawn

Senior Patrol Leader:

1. Report to Headquarters with Scoutmaster and Assistant SM
2. Meet with your Troop Guide on the Headquarters front lawn
3. Tour Camp on the way to campsite with your Troop Guide
4. Stow gear, Troop should change into Swim wear (have swim gear easily accessible)
5. Troop Guide will lead SPL and troop to Dining Hall for orientation
6. Troop Guide will lead SPL and troop to Waterfront for swim checks/orientation
7. SPL will lead troop back to Campsite where your Troop Guide will answer any questions

Sundays Schedule:

1:00pm-4:00pm	Check In, Early arrivals report to Headquarters
5:00pm	Dining Hall and Waterfront are closed
6:10pm	First Dinner Waiters report to Dining Hall
6:15pm	RETREAT ASSEMBLY on Parade Field in Field Dress Uniform
6:30pm	Catholic Mass (Franklin Chapel)
6:30pm	First Dinner
7:05pm	Second Dinner Waiters report to Dining Hall
7:25pm	Second Dinner
8:15pm	Chapel Service (Chapel in the Woods)
8:15pm	Senior Patrol Leaders' / Scoutmasters' Meeting in the Dining Hall
9:30pm	Opening Night Campfire
11:00pm	TAPS